



Calmentor North Region Steering Committee Meeting

February Monthly Meeting Minutes

2/17/2015

9:00 AM to 10:00 AM

Meeting called by: Steering Committee **Type of meeting:** Monthly

Note taker: Royce Mayo
Jenna Matsumoto

Attendees: Becky Rozumowicz, ~~Blake Hinman~~, ~~Debbie Jones~~, ~~Dustin Brown~~, Mike Schaaf, Jenna Matsumoto, Matthew Philip, Millard Totman, Ravi Narayanan, ~~Rebecca Alexander~~, ~~Rochelle Jenkins~~, Royce Mayo, Sandy Wong, ~~Susan Ferrieh~~, Patricia Preston.

Please read: Meeting Minutes

----- Agenda Topics -----

Welcome & Introductions

Becky R.

5

Discussion: Becky welcomed everyone to the meeting that attended and opened the discussion with the member's voluntary contracts.

Conclusions:

Action items:

None

Person responsible:

Deadline:

Steering Committee- Membership Voluntary Contract			Becky R.	5
Discussion: Becky stated she received the forms from almost everyone including Caltrans. She is still missing them from Blake, Mike and Susan. Millard said Mike sent his in and that he had forwarded that email to Royce and Becky. Becky said she will follow up with those that are missing and look for Mike's document in the email.				
Conclusions:				
Action items:			Person responsible:	Deadline:
Collect remaining voluntary contract forms from the remainder of the committee.			Becky	

Steering Committee- Past Co-Chair Roles & Responsibilities			All	5
Discussion: Becky asked what the members thought about adding the terms to the org. chart. Millard stated he believed it is a good idea to have their start dates listed. No other members commented on this so Becky decided she will send out an email to collect a vote on this topic.				
Becky brought up that we needed to establish the "past co-chair" position into the guidelines. This position does not currently exist, however will be beneficial to the organization. The roles would be mainly to assist the new co-chair. Becky asked Millard how to proceed with establishing this position. Millard stated the roles and responsibilities would need to be on paper, including the length of the term and then the committee would vote it in. Becky asked for volunteers to draft this prior to the next meeting, there were no volunteers so Becky stated she had someone in her office that could do that for her.				
Conclusions:				
Action items:			Person responsible:	Deadline:
Send out an email to vote on adding the term length or start dates to the members listed on the organizational chart.			Becky	
Draft the "past co-chair" roles and responsibilities.			Becky	

Pairing / MOU Committee: Updates			Sandy	1
Discussion: Sandy provided an update since the last meeting. He called each participant, both protégé and mentors. Out of the mentors listed (a total of 8) 2 are dropping out (Geocon and AECOM). The Hanna Group is also considering dropping out, but has not yet confirmed with Sandy. He should know by the end of the week on their status. Becky asked that Sandy provide the update to Royce so we can have an accurate list. Out of the protégé's Sandy said he confirmed 6 solid members and left messages for 10 others to acquire their status. He also stated there are two protégé's dropping out, Grass Roots Environmental and Morton & Pitalo Inc. due to company restructuring.				
Conclusions: We have 6 confirmed protégés at this time, and awaiting response from 10 others. We have 5 confirmed mentors, with a possibility of 6 if the Hannah Group remains.				
Action items:		Person responsible:		Deadline:
Provide an update on the Hannah Group's status to Royce along with the complete list of mentors and protégés.		Sandy		

Pairing / MOU Committee: New Membership Packet			Sandy/Debra	2
Discussion: Not discussed at this time.				
Conclusions:				
Action items:		Person responsible:		Deadline:

Pairing / MOU Committee: How to accomplish pairings			Mike/Sandy	10
Discussion: Mike and Sandy discussed how we should go about pairing the mentors and protégés. They will work together further on this topic. Becky suggested we discuss this at the next meeting in April since we are still getting information from our current members.				
Conclusions:				
Action items:		Person responsible:		Deadline:
Provide a draft process on how to accomplish pairings.		Mike/Sandy		04/20/2016

Recruitment Committee: Updates			Mike	3
Discussion: Mike is still getting around to this. He will provide updates at the next meeting in April. Millard mentioned that ICF and Dokken Engineering might be two that we should inquire with for participation in the program. Becky mentioned to Mike to also contact PB, Sandy stated they are definitely interested.				
Becky asked Ravi since he switched firms if they had interest, he said yes within a few months they could be a possible mentor.				
Conclusions:				
Action items:			Person responsible:	Deadline:
Mike will provide an update at the next monthly meeting.			Mike	04/20/2016

Publicity Committee: Newsletter			Blake/Susan	5
Discussion: Becky sent out the statement for the newsletter to Millard for input.				
Conclusions:				
Action items:			Person responsible:	Deadline:
None				

Outreach Committee: Caltrans Website-Brochure, Steering Committee List, Org Chart			Royce	3
Discussion: Becky discussed the current org. chart and how we still have an opening for the sub-committee in events.				
We want to hold off on posting the revised org. chart to the website until we have filled all positions within the committee.				
Patricia stated she would like to see the current org. chart, and asked how many mentor's and protégé's were part of the committee. Millard stated there were 3 protégés and 5 mentors currently. Becky told Patricia she would send her the link to Smartsheet this afternoon which will give her access to all the documents including the most recent org. chart.				
Royce stated she has been working on updating the website. So far the minutes from last month have been posted, the "contact us" link has been updated to her email address, the brochure has been uploaded and she is currently working on getting the Steering Committee list and org. chart posted. Becky mentioned she wanted to have the sponsors also listed on the org. chart prior to posting it to the website.				
Conclusions:				

Action items:	Person responsible:	Deadline:
Send Patricia the link and access to Smartsheet.	Becky	02/17/2016

Outreach Committee: Social Media			Blake	2
Discussion: Ravi said he will reach out to Blake to assist with LinkedIn since nothing has been discussed since the last meeting. Blake wasn't present at this meeting to discuss anything further. Becky asked Ravi to also send the "save the date" for the ACEC event to Blake for posting.				
Conclusions:				
Action items:		Person responsible:		Deadline:
Send Blake the "save the date" information for the ACEC event to post to LinkenIn		Ravi		
Contact Blake to assist with the development of the LinkenIn page.		Ravi		

Outreach Committee: ACEC			Ravi	2
Discussion: Ravi stated he had no updates to report.				
Conclusions:				
Action items:		Person responsible:		Deadline:

Outreach Committee: Corporate Sponsorship			Susan	1
Discussion: Becky asked Millard if Caltrans can send out the sponsor letter, he said yes. That letter is still being drafted by Becky. She asked the committee if anyone had any suggested edits to the letter or who to send it to, no one made any suggestions. Becky stated she will send it to last year's sponsor list.				
Conclusions:				
Action items:		Person responsible:		Deadline:
Send Sponsor letter out to last years list and any potential participants.		Becky		

Special Events: ACEC			Ravi	5
Discussion: The “save the date” was sent out. Millard said Rochelle can assist with sending the flyer out to Caltrans once it’s completed. Sandy suggested we get the flyer out, then send it a few weeks prior and a week prior as a reminder.				
Becky said the Eventbrite is set up, and will be sent to the committee first to sign up. Sandy suggested we go ahead and send it out to all invited members, Becky agreed. Becky stated she would send the information to Ravi today.				
Conclusions:				
Action items:			Person responsible:	Deadline:
Send event flyer out to Caltrans staff.			Rochelle/Jenna/Royce	
Send Eventbrite information to Ravi to post to LinkenIn.			Becky	
Special Events: Voting			Becky	5
Discussion: D3 Caltrans event has potential dates based on the information that Royce sent to Becky for either May or September. Becky asked Royce if she could look into locking a date for us. She also asked if any committee members want to take the lead on this however no one volunteered. She suggested either Dustin, Matthew or Sandy. Sandy stated he was too booked to assist with this.				
Conclusions:				
Action items:			Person responsible:	Deadline:
Lock in date for the D3 Caltrans event.			Royce	
Assign a lead to this event			Becky	
Financial Statement			Becky	5
Discussion: Becky stated there was a total of \$2,421.80 in the account currently.				
Conclusions:				
Action items:			Person responsible:	Deadline:
None				

Caltrans Update**Millard/Rochelle/Royce/ 5
Jenna**

Discussion: Millard stated there were no updates since our last meeting.

Conclusions:

Action items:

None

Person responsible:

Deadline:

**Next Meeting – March 16 ACEC/Calmentor
Joint Event****Becky**

Discussion: We will be skipping the March meeting since we have an event.

Conclusions:

Action items:

None

Person responsible:

Deadline:

Other Information

Next meeting to be held on 04/20/2016. This meeting will be a face to face meeting at the Caltrans D3 Marysville office. Royce will schedule a room and send out the invite to the committee members.